

Michigan Post-Secondary School Licensing User Guide

Table of Contents

1.0 Overview	2
2.0 Apply for A New Proprietary School License/Create Account	2
2.1 New License Application	2
2.2 Payment	9
2.2.1 Successful Payment.....	11
2.2.2 Unsuccessful Payment	12
2.3 Account Activation/License Approval	12
2.3.1 Account Activation	12
2.3.2 License Approval	13
2.3.3 View/Print License.....	15
3.0 Renew License.....	16
3.1 Renew Application	16
3.2 Payment	19
3.2.1 Successful Payment.....	23
3.2.2 Unsuccessful Payment	24
3.2.3 Renewal Approval	24
4.0 School Information.....	25
4.1 Update Mailing Address.....	25
4.2 Update Location.....	26
4.3 Update School Name.....	28
4.4 Update School Ownership.....	31
4.5 Update School Accreditation.....	33
4.5.1 Accredited to Non-Accredited.....	34
4.5.2 Non-Accredited to Accredited.....	35
5.0 Program.....	36
5.1 Add Program.....	36
5.2 Modify Program.....	41
5.2.1 Modify/Delete Course.....	44
5.3 Delete Program.....	46

1.0 Overview

The goal of this application is to provide the Michigan Post-Secondary School Training Provider the ability to apply for a new license or renew an existing license. The Training Provider will access the application through the Pure Michigan Talent Connect (PMTTC) page.

<https://jobs.mitalent.org/MITC/Admin/License/Apply>

2.0 Apply for A New Proprietary School License/Create Account

2.1 New License Application

The below questions will be displayed on the page. To apply for a proprietary school license, answer 'No' to both questions and click on the [Apply to Be A Licensed Proprietary School](#) button.

PURE MICHIGAN
Talent Connect

Newsletters | Career Events | About Us | Contact Us | Select Language ▼

SIGN IN ▼ CREATE ACCOUNT ▼

SEARCH

HOME JOB SEEKER ▼ EMPLOYER ▼ CAREER EXPLORATION ▼ VETERAN ▼ SKILLED TRADES ▼

NEW APPLICATION QUESTIONNAIRE

Please answer below questions.

Is your school a College, University or Proprietary School licensed to offer occupational training in Michigan? : ☐ Yes ☒ No

Does your institution offer degree granting programs? : ☐ Yes ☒ No

APPLY TO BE A LICENSED PROPRIETARY SCHOOL

You will see the new license application form displayed.

Enter at a minimum the required fields (red asterisk indicates required). If you answer 'Yes' to the question regarding being part of Michigan Training Connect (MiTC), the institution could be eligible to receive training funds through Michigan Works! agencies if approved for placement on MiTC.

Newsletters

Career Events

About Us

Contact Us

Select Language

PURE MICHIGAN

Talent Connect

SIGN IN

CREATE ACCOUNT

SEARCH

HOME

JOB SEEKER

EMPLOYER

CAREER EXPLORATION

VETERAN

SKILLED TRADES

NEW LICENSE APPLICATION

* School/Institution Name :

?

Required

* Individual/Legal Entity (owns school) :

?

Required

* Website :

?

Enter Website with http:// or https://

* Physical Address 1 :

?

Required

Physical Address 2 :

?

Optional

* Physical City :

?

Required

* Physical County :

?

--Select One--

* Physical State :

?

--Select One--

* Physical Zip Code :

?

Zip

-

Ext

Mailing Address is same as Physical Address

☐

* Mailing Address 1 :

?

Required

Mailing Address 2 :

?

Optional

* Mailing City :

?

Required

* Mailing County :

?

--Select One--

* Mailing State :

?

--Select One--

* Mailing Zip Code :

?

Zip

-

Ext

* Upon approval by MiPSS, do you want your programs to be considered
for placement on Michigan Training Connect (MiTC)?

?

☐ Yes

☐ No

* Will you be offering programs in Public Assembly Sites? :

?

☐ Yes

☐ No

Version 3.0 April 2022

3

You will need to remember the Primary Contact Email and Password entered on the application as this will be your credentials for logging into the Michigan Post-Secondary School (MiPSS) system upon activating your account.

The form is a registration page for the Michigan Post-Secondary School (MiPSS) system. It contains the following fields and sections:

- Primary Contact Name:** Two text boxes for "First Name" and "Last Name".
- Primary Contact Title:** A text box with the placeholder "Required".
- Primary Contact Email:** A text box with the placeholder "Required".
- Password:** A text box with the placeholder "Required".
- Confirm Password:** A text box with the placeholder "Required".
- Primary Contact Address is same as Physical Address:** A checkbox.
- Primary Contact Address 1:** A text box with the placeholder "Required".
- Primary Contact Address 2:** A text box with the placeholder "Optional".
- Primary Contact City:** A text box with the placeholder "Required".
- Primary Contact County:** A dropdown menu with "--Select One--".
- Primary Contact State:** A dropdown menu with "--Select One--".
- Primary Contact Zip Code:** Two text boxes for "Zip" and "Ext" separated by a hyphen.
- Primary Contact Phone Number:** A text box with the placeholder "Optional".
- Primary Contact Fax Number:** A text box with the placeholder "Optional".

A red rectangular box highlights the "Primary Contact Email", "Password", and "Confirm Password" fields, indicating that these are the credentials for logging into the system.

You can click on [Save and Continue](#) button after entering required information.

*** LICENSE FEE :** Select appropriate License type.

☐ In-State Accredited Proprietary School (\$1,505)
☐ Out-Of-State Accredited Proprietary School (\$595)
☐ In-State Non-Accredited Proprietary School (\$1,505)
☐ Out-Of-State Non-Accredited Proprietary School (\$595)

SURETY BOND : Pursuant to 395.102b, Sec. 2b, and R390.562a, Rule 2a (3) (a), A proprietary school shall provide the department with evidence of surety conditioned to provide indemnification to a student suffering loss because of the inability to complete an approved course or program of study due to the closing of the proprietary school. A surety shall be provided by the school in an amount determined according to the following:

1. an accredited school shall provide evidence of surety of:

a. not less than \$5,000.00 for 1 to 100 full time equated students,
b. not less than \$7,500.00 for 101 to 500 full time equated students,
c. and not less than \$10,000.00 for 501 to 1,000 full time equated students.

2. a non-accredited school shall provide surety in an amount equal to \$200.00 per student, but not less than \$5,000.00.

*** Bond Number :** ⓘ

*** Coverage Amount :** ⓘ

*** Insurance Company Issuing Bond :** ⓘ

*** Period for Surety Bond :** ⓘ to

UPLOAD DOCUMENT : Schools offering distance education exclusively are not required to submit a fire inspection or certificate of occupancy, a drawing of the instructional facility and may not be required to submit an equipment list, if there is no equipment provided to students. In addition, only schools that are accredited by an accrediting agency recognized by the United States Department of Education must submit proof of accreditation. County health inspections are required for schools that utilize a pool or food preparation as well as for schools that offer programs in tattooing and microblading, and possibly other subjects. Medical Waste Producing Facility Registrations are required for most schools offering phlebotomy, dental assisting, nursing, tattooing and microblading, and possibly other subjects.

At this time, each applicant school is required to upload something for each item listed before they can complete this section of the application. Based on the explanation above, if there is an area that does not apply to your school, please prepare a page for each of those items that states that the school provides distance education or doesn't provide instruction in any program that requires a health inspection or a medical waste producing facility registration and upload that page in lieu of the actual document.

At this time schools may only upload one attachment for the Position Descriptions. If you are submitting more than one position description, save them together as a file and the upload the entire file.

Fire Inspection or Certificate of Occupancy : ⓘ No file chosen

*** Proposed Advertising, including website materials :** ⓘ No file chosen

*** Surety pursuant to MCL 395.102b - if in the form of a Surety Bond it** No file chosen
must be payable to the State of Michigan, in the name of the school, to indemnify students for loss due to the closing of the school, in an amount as provided in rule 2a, R 390.562a. (Must be a minimum of \$5, 000)
: ⓘ

List of equipment supplied by the school : ⓘ No file chosen

Drawing of the Instructional Facility, including size and layout of classrooms and laboratories : ⓘ No file chosen

*** Position description, including job duties, license or certification requirements, minimum education and work experience requirements, for each instructional and administrative position related to each of the programs listed :** ⓘ No file chosen

*** Proof of accreditation, if applicable :** ⓘ No file chosen

Health Inspection, if applicable : ⓘ No file chosen

Medical Waste Producing Facility Registration, if applicable : ⓘ No file chosen

Additional Notes / Comments : ⓘ

Click on **OK** button

★ Position description, including job c

requirements, minimum education and work e
each instructional and administrative p

test-jobs.mitalent.org says
Please make sure the data you have entered is appropriate and verified
before you continue. Click OK to continue or Cancel to view the data
you entered. Thank You!

OK Cancel

★ Proof of accreditation, if applicable : ? Choose File attachment sample.pdf

Health Inspection, if applicable : ? Choose File No file chosen

Medical Waste Producing Facility Registration, if applicable : ? Choose File No file chosen

Additional Notes / Comments : ? Optional

SAVE AND CONTINUE CANCEL

You need to enter at least one program and one course. Enter the required information for the program.

PURE MICHIGAN
Talent Connect

Newsletters | Career Events | About Us | Contact Us | Select Language

SIGN IN CREATE ACCOUNT

SEARCH

HOME JOB SEEKER EMPLOYER CAREER EXPLORATION VETERAN SKILLED TRADES

ADD PROGRAM

★ CIP General Category : --Select One--

★ CIP Detailed Category : --Select One--

★ Cip Program : --Select One--

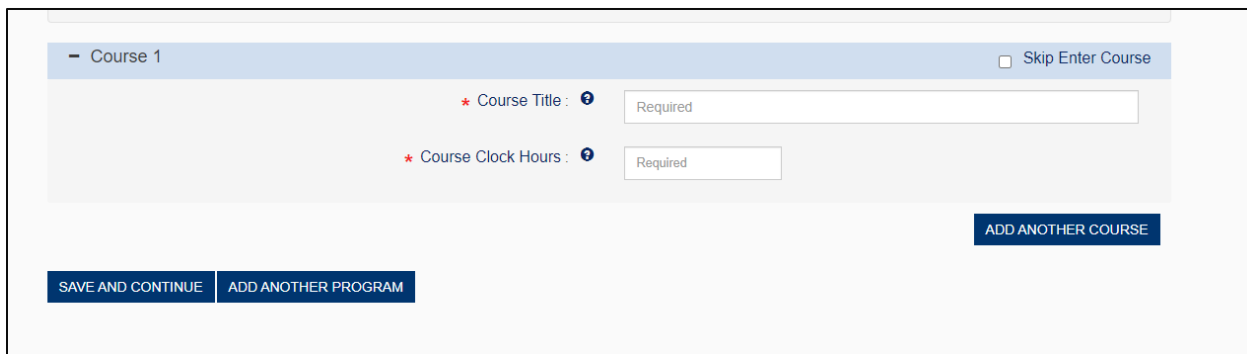
★ Program Title : ? Required

★ Credential Earned : ? Certificate of Completion

ADD ANOTHER COURSE

SAVE AND CONTINUE ADD ANOTHER PROGRAM

Click on [Add Course to Program](#) button. The below section is displayed.

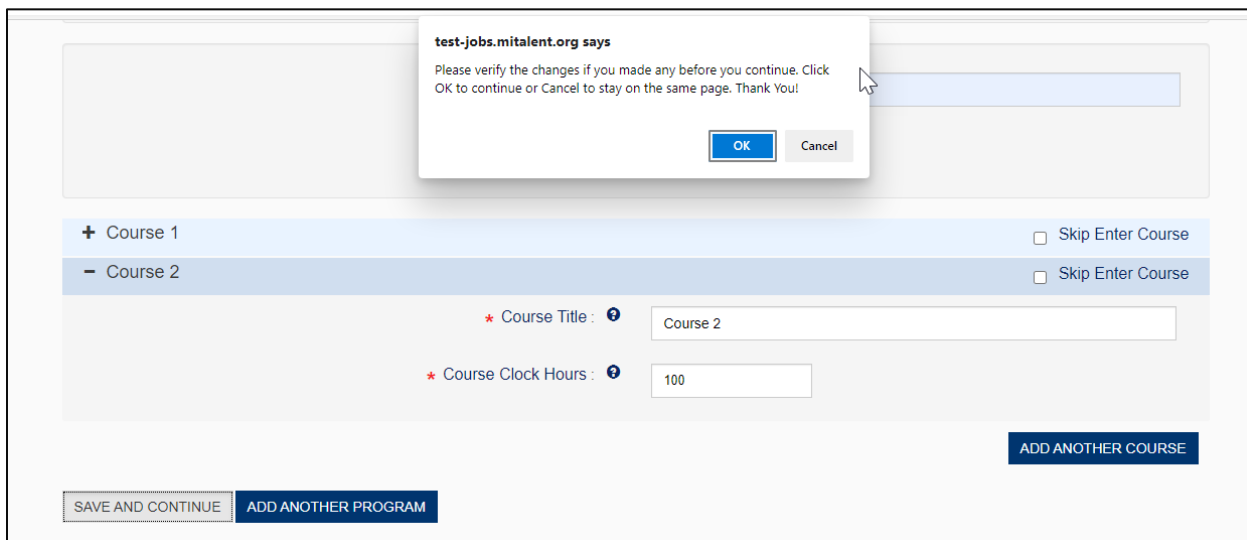


The screenshot shows a form for adding a course to a program. At the top, there is a header bar with a minus sign and the text "Course 1" on the left, and a checkbox labeled "Skip Enter Course" on the right. Below this, there are two required fields: "Course Title" and "Course Clock Hours", both with a red asterisk and a question mark icon. The "Course Title" field contains the text "Required", and the "Course Clock Hours" field contains the text "Required". At the bottom right of the form is a blue button labeled "ADD ANOTHER COURSE". At the bottom left are two buttons: "SAVE AND CONTINUE" and "ADD ANOTHER PROGRAM".

To add more than one course to the program, click on the [Add Course to Program](#) button for each course you want to add. The [Skip Enter Course](#) check box is equivalent to deleting a course after clicking on the [Add Course to Program](#) button. There is not a way to remove a course, but you will be able to skip entering the course if you change your mind by checking this box.

NOTE: A minimum of one program and one course is required to apply for a license.

Click on the [Save and Continue](#) button once program/course information is entered. The below pop up is displayed. Click on the [OK](#) button.



The screenshot shows the same form as before, but with a confirmation pop-up displayed. The pop-up has a title "test-jobs.mitalent.org says" and a message: "Please verify the changes if you made any before you continue. Click OK to continue or Cancel to stay on the same page. Thank You!". There are "OK" and "Cancel" buttons at the bottom of the pop-up. The form below the pop-up now shows two courses: "Course 1" and "Course 2". "Course 1" has a plus sign and a "Skip Enter Course" checkbox. "Course 2" has a minus sign and a "Skip Enter Course" checkbox. The "Course Title" field for "Course 2" contains the text "Course 2", and the "Course Clock Hours" field contains the text "100". At the bottom right of the form is a blue button labeled "ADD ANOTHER COURSE". At the bottom left are two buttons: "SAVE AND CONTINUE" and "ADD ANOTHER PROGRAM".

You will see the Assurance page displayed. Check the box for required assurances and enter signature.

Newsletters

Career Events

About Us

Contact Us

Select Language

PURE MICHIGAN
Talent Connect

SIGN IN

CREATE ACCOUNT

SEARCH

HOME

JOB SEEKER

EMPLOYER

CAREER EXPLORATION

VETERAN

SKILLED TRADES

ASSURANCES

ASSURANCES : On behalf of my educational institution, I hereby attest to the following:

- ☐ *** I certify that the statements in this document are true and completed.** I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.
- ☐ **Programs including Clinicals, Internships or Externships** - the program(s) listed has less than 50% of the program hours dedicated to clinicals, internships or externships. I am aware I must provide the information on who arranges and who supervises the clinical, internship or externship, as well as where it will be held and whether it is paid or unpaid. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.
- ☐ **Programs Requiring Additional Inspections** - all additional required inspections and registrations have been obtained. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.
- ☐ **Emergency Medical Services Program (Paramedics, EMT, First Responders)** - the program(s) listed has the joint approval required from the Michigan Department of Health and Human Services. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.
- ☐ **Nurse Aide or Nursing Programs** - the curriculum for the program(s) listed has the joint approval from the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.
- ☐ **Real Estate, Appraisal and Builders Programs** - the curriculum for the program(s) listed has the joint approval required from the Michigan Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.
- ☐ **Massage Therapy Program** - the massage therapy curriculum for the program(s) listed is compliant with the administrative rules promulgated by the Bureau of Professional Licensing, Board of Massage Therapy and meets the requirements of the rules (R 338.722). I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

Print your Name

Signature

04/27/2021

Signature Date

SAVE AND CONTINUE

Click on the [Save and Continue](#) button. The below popup is displayed. Click on the [OK](#) button.

☐ **Nurse Aide or Nursing Program** - the nursing curriculum for the program(s) listed is compliant with the administrative rules promulgated by the Michigan Department of Licensing and Regulatory Affairs, Board of Nursing and meets the requirements of the rules (R 338.722). I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

☐ **Real Estate, Appraisal and Insurance** - the real estate, appraisal and insurance curriculum for the program(s) listed is compliant with the administrative rules promulgated by the Michigan Department of Licensing and Regulatory Affairs, Board of Real Estate, Appraisal and Insurance and meets the requirements of the rules (R 338.722). I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

☐ **Massage Therapy Program** - the massage therapy curriculum for the program(s) listed is compliant with the administrative rules promulgated by the Bureau of Professional Licensing, Board of Massage Therapy and meets the requirements of the rules (R 338.722). I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

teresa collins

Signature

04/27/2021

Signature Date

test-jobs.mitalent.org says

Please verify the Name in the Signature before you continue. Click OK to continue or Cancel to view the data you entered. Thank You!

OKCancel

approval from the Michigan Department of Licensing and Regulatory Affairs, Board of Nursing and meets the requirements of the rules (R 338.722). I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

has the joint approval required from the Michigan Department of Licensing and Regulatory Affairs, Board of Real Estate, Appraisal and Insurance and meets the requirements of the rules (R 338.722). I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law.

SAVE AND CONTINUE

2.2 Payment

The Payment page is displayed. Review information and click on [Complete Payment](#) button.

PURE MICHIGAN
Talent Connect

Newsletters | Career Events | About Us | Contact Us | Select Language

SIGN IN

CREATE ACCOUNT

SEARCH

HOME

JOB SEEKER

EMPLOYER

CAREER EXPLORATION

VETERAN

SKILLED TRADES

MAKE PAYMENT

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	test school 23
School Location :	Lansing, MI
License Type :	In-State Non-Accredited Proprietary School
License Number :	8604001408
License Fee :	\$1,505.00
Late Fee :	NA
Total Amount Payable :	\$1,505.00
Payment Status :	Pending

COMPLETE PAYMENT

You will be directed to our payment website for payment method. Click on the [Next](#) button to continue The [Back](#) or [Exit](#) button will take you back to the previous page.

LEO Department of Labor and Economic Opportunity

Michigan.gov

Payment Method

LEO Postsecondary Payment Request




Paying on-line is quick, easy, secure, and is available to you 24 hours a day, 7 days a week. This secure website allows you to pay using a MasterCard, Visa, or Discover credit/debit card. Please allow 3-10 business days for your payment to be recorded as paid.

This on-line service is a payment site only and will not display payment history. If you have questions regarding your payment history, please email LEO-PSS@michigan.gov.

* Indicates required field

Choose method of payment

☒ Pay by credit card



[Back](#) [Next](#) [Exit](#)

[FOIA](#)

[Michigan.gov Home](#) [ADA](#)

[Michigan News](#) [Policies](#)

The Payment Information page will be displayed.

LEO Department of Labor and Economic Opportunity

Michigan.gov

Payment Information

LEO Postsecondary Payment Request

To continue the payment process, click the "Next" button in the box below.

If you entered a valid email address, the confirmation email will be received from noreply@fiserv.com

* Indicates required field

Billing Address

☐ Use Business Name

***First Name:**

M.I.:

***Last Name:**

***Street Line 1:**

Street Line 2:

***City:**

***State:**

***Zip:**

***Country:**

***Phone:**

***E-Mail:**

Payment Details

***Payment Amount:** 1505.00 USD

Payment Method

***Name on Card:**

***Card Number:**


***Expiration Date:** *** Month**
*** Year**

***Card Verification Value(CVV2):** [What's This?](#)


[Back](#) [Next](#) [Exit](#)

Enter the required payment information and click on the [Next](#) button. The [Back](#) button will take you back to the Payment Method page. The [Exit](#) button will take you to the Make Payment page.

The Payment Review page will be displayed. Click on the [Pay Now](#) button to submit your payment. The [Back](#) button will take you back to the Payment Information page. The [Exit](#) button will take you to the Make Payment page.



Department of Labor and
Economic Opportunity



Payment Review

LEO Postsecondary Payment Request

To confirm your payment information, click on "Pay Now" in the box below.

Address

Billing Address:
Teresa Collins
201 N. Washington
Lansing, MI 48204
(248) 220-1000
collinst7@michigan.gov

Payment Method

Credit Card [VISA](#)
teresa collins
x5550 07/24


Payment Amount

Amount: 1505.00 USD
Total: 1505.00 USD

[Back](#) [Pay Now](#) [Exit](#)

2.2.1 Successful Payment

If Payment is successful, the below message and page will be displayed. An email notification will be sent to the primary email address that was entered on the application informing you of your successful submission of the application. In addition, an email will be sent to the email address entered on the payment information page notifying you of payment confirmation.



[Newsletters](#) | [Career Events](#) | [About Us](#) | [Contact Us](#) | [Select Language](#)

SIGN IN

CREATE ACCOUNT

SEARCH

HOME

JOB SEEKER

EMPLOYER

CAREER EXPLORATION

VETERAN

SKILLED TRADES

Congratulations in successfully completing your application! Please allow 10 business days for our team to review your application. You will receive an email notice announcing a) your application has been approved, along with where to access and print your new permit, or b) additional information or documentation is required in order for us to grant approval. Should you have any immediate questions, please contact us at pss@michigan.gov.

School Name : test school 23

School Location : Lansing, MI

License Type : In-State Non-Accredited Proprietary School

License Number : 8604001408

License Fee : \$1,505.00

Late Fee : NA

Total Amount Payable : \$1,505.00

Payment Status : Success

Paid Amount : 1505.00

Payment Card Type : VISA

Confirmation Number : 21042713796205

Authorization Code : TAS363

Transaction Information : NA

Payment Date : 4/27/2021 12:00:00 AM

RETURN TO HOME

2.2.2 Unsuccessful Payment

If payment is unsuccessful, the Payment Status will be Pending with a corresponding message with the steps that need to be taken to resolve the payment. In the below scenario, you would need to try the payment again due to an address verification issue. You would click on the [Complete Payment](#) button and try again.

MAKE PAYMENT

Payment not complete. Try again.

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	Test school 19
School Location :	Lansing, MI
License Type :	In-State Accredited Proprietary School
License Number :	8601000159
License Fee :	\$1,505.00
Late Fee :	NA
Total Amount Payable :	\$1,505.00
Payment Status :	Pending
Payment Response :	"Address verification failed."

COMPLETE PAYMENT

2.3 Account Activation/License Approval

2.3.1 Account Activation

Once you have submitted the application for your school license, you will receive an email to activate your account. Check your inbox for the email address that you entered on the application. Click on the link in the body of the email to activate your account. You will be directed to the Training Provider sign in page and the account verification message will be displayed.

TEST

PURE MICHIGAN
Talent Connect

Newsletters | Career Events | About Us | Contact Us | Select Language

SIGN IN

CREATE ACCOUNT

SEARCH

HOME

JOB SEEKER

EMPLOYER

CAREER EXPLORATION

VETERAN

SKILLED TRADES

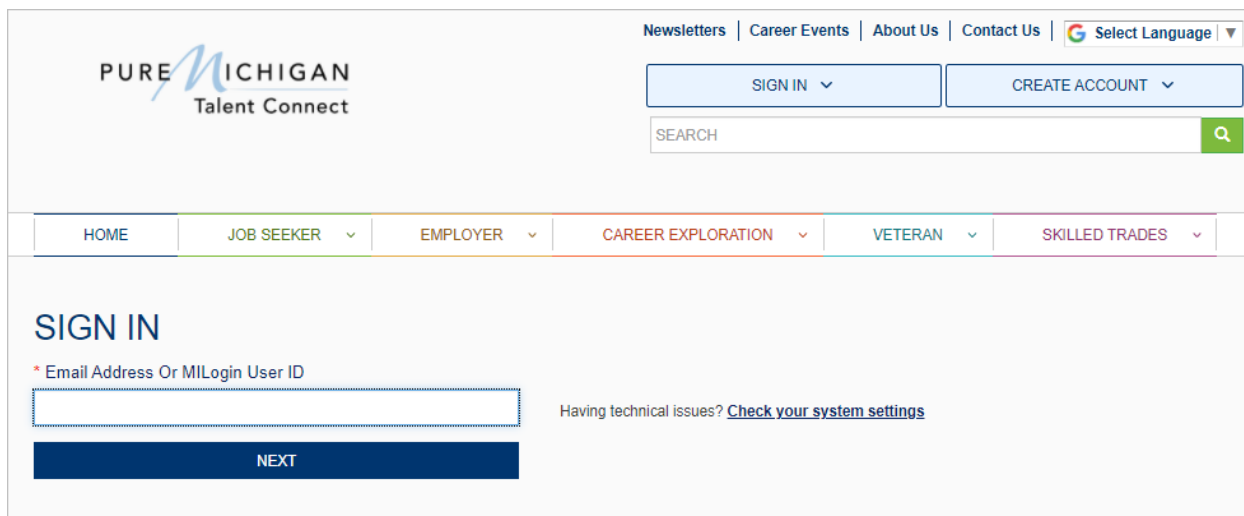
ACCOUNT VERIFICATION

Thank you for registering for a Pure Michigan Talent Connect Training Provider Account. You have just verified your account e-mail address. You will not have access to all features until PMTC staff complete the account validation process that can take up to 5 days. Once the account is validated you will receive a confirmation e-mail.

Stay Connected with Us...

You will be able to sign in to the MiPSS system with your credentials upon activating your account, but you will have limited access to the system until your license has been approved. Upon activation, you can access your account and edit your license information.

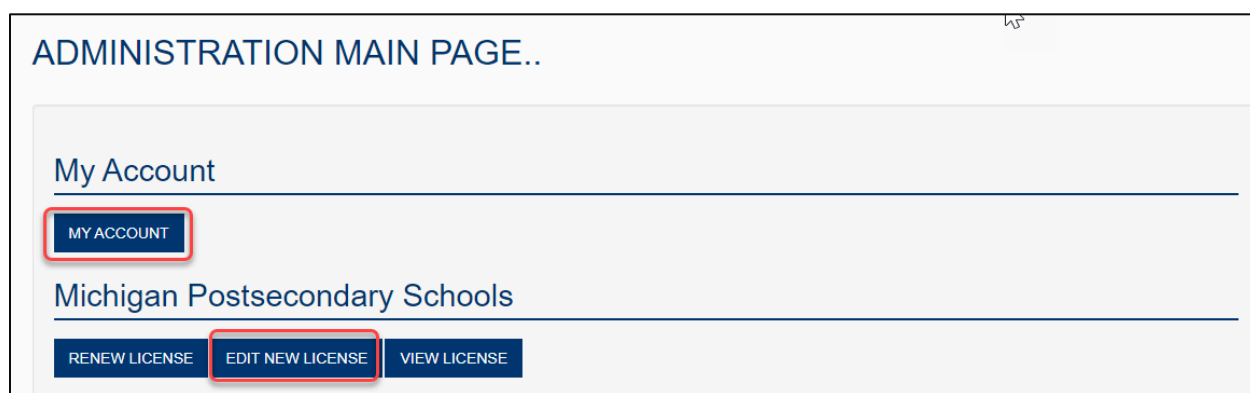
To log in to your account, please use the following URL and enter the primary email address and password that you entered on your application. <https://www.mitalent.org/signin>



The screenshot shows the 'PURE MICHIGAN Talent Connect' website. At the top, there are links for Newsletters, Career Events, About Us, Contact Us, and a language selector. Below these are buttons for 'SIGN IN' and 'CREATE ACCOUNT', along with a search bar. A navigation menu includes links for HOME, JOB SEEKER, EMPLOYER, CAREER EXPLORATION, VETERAN, and SKILLED TRADES. The main section is titled 'SIGN IN' and features a text input field labeled '* Email Address Or MiLogin User ID'. Below the field is a 'NEXT' button. A link for 'Having technical issues? Check your system settings' is also present.

1. Type in the email address and click 'Next'.
2. Enter your password and click 'Sign In'. This will send you to the Administration Main Page.

Note: If you have forgotten your password, please use the 'Forgot Password?' link to update it.



The screenshot displays the 'ADMINISTRATION MAIN PAGE..'. It features a 'My Account' section with a button labeled 'MY ACCOUNT'. Below this is the 'Michigan Postsecondary Schools' section, which contains three buttons: 'RENEW LICENSE', 'EDIT NEW LICENSE', and 'VIEW LICENSE'. The 'EDIT NEW LICENSE' button is highlighted with a red box.

2.3.2 License Approval

Upon submitting your school license application, the PSS staff will validate your license for approval.

Request Additional Information

If more information is needed prior to approving your license, you will receive an email sent to your primary contact email address stating what additional information is needed prior to your license being approved.

You will need to sign into your account and click on the [Edit New License](#) button. You will see your license listed on the page. Click on the School Name to edit your license.

PURE MICHIGAN Talent Connect

Newsletters | Career Events | About Us | Contact Us | [Select Language](#)

[SIGN OUT](#) [HELLO JANE](#)

SEARCH

HOME | [JOB SEEKER](#) | [EMPLOYER](#) | CAREER EXPLORATION | [VETERAN](#) | [SKILLED TRADES](#)

UPDATE LICENSES : 1 LICENSES

Select Status :

[RETURN TO ADMIN HOME](#) **1** Show

* Click on Header for sorting

LICENSE NUMBER	SCHOOL NAME	LICENSE TYPE	CITY	LAST ACTION DATE	APPROVAL STATUS
8601000161	Test School	In-State Accredited Proprietary School	Lansing	4/27/2021 10:15:14 PM	Additional information needed by PSS staff - revise and resubmit

[RETURN TO ADMIN HOME](#) **1** Show

Follow the instructions in the email that you received or read the message at the top of the page.

EDIT LICENSE APPLICATION

Incomplete Notice Description :

- Your application states that your school is an accredited school. Unless you can provide evidence of the school being accredited by an accrediting agency recognized by the United States Department of Education, you will have to revise your application to list the school as a non-accredited school.

* School/Institution Name :

* Individual/Legal Entity (owns school) :

* Website :

* Physical Address 1 :

Physical Address 2 :

* Physical City :

* Physical County :

* Physical State :

* Physical Zip Code : -

Mailing Address is same as Physical Address ☐

Click on the [Save and Continue](#) button and the PSS staff will validate your license for approval.

Additional Notes / Comments :

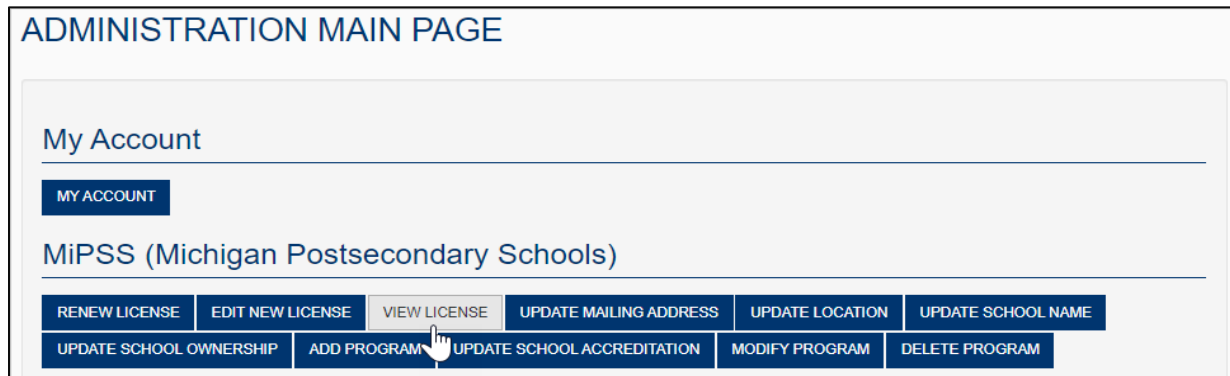
[SAVE AND CONTINUE](#) [CANCEL](#)

Approved

If your license is approved, you will receive an email sent to your primary contact email address stating that the license you submitted is approved.

2.3.3 View/Print License

You will be able to sign into your account and click on the [View License](#) button to view and download your license. The License includes Approved Program Titles, Clock Hours, and Credit Hours.



The screenshot shows the 'ADMINISTRATION MAIN PAGE'. Under the 'My Account' section, there is a 'MY ACCOUNT' button. Below this, the 'MiPSS (Michigan Postsecondary Schools)' section contains a grid of buttons: RENEW LICENSE, EDIT NEW LICENSE, VIEW LICENSE (highlighted with a cursor), UPDATE MAILING ADDRESS, UPDATE LOCATION, UPDATE SCHOOL NAME, UPDATE SCHOOL OWNERSHIP, ADD PROGRAM, UPDATE SCHOOL ACCREDITATION, MODIFY PROGRAM, and DELETE PROGRAM.

The View License page is displayed. Click on the [Download License Certificate](#) button to view/print your school license.



The screenshot shows the 'VIEW LICENSES' page. It displays information for 'Test School', including 'In-State Accredited Proprietary School', 'License Number : 8601000161', and 'Expiration Date : 06/30/2024'. A 'DOWNLOAD LICENSE CERTIFICATE' button is visible on the right.

You will also have access to the [Renew License](#) feature on the menu. See the Renew License section of the user guide for instructions on renewing your license.

If you answered 'Yes' to the question regarding being part of Michigan Training Connect (MiTC), you will see an additional section when you sign into your account that is for MiTC access.

ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

RENEW LICENSE	EDIT NEW LICENSE	VIEW LICENSE	UPDATE MAILING ADDRESS	UPDATE LOCATION	UPDATE SCHOOL NAME
UPDATE SCHOOL OWNERSHIP	ADD PROGRAM	UPDATE SCHOOL ACCREDITATION	MODIFY PROGRAM	DELETE PROGRAM	

MiTC

ADD SCHOOL	UPDATE SCHOOL	MODIFY/DELETE PROGRAMS	QUALITY ASSURANCE REVIEW	DEFINITIONS	EXPIRED PROGRAMS
UPLOAD WAGE DATA	UPDATE PROVIDER	ADD NEW PROGRAM	MODIFY PROGRAMS	ADD INDIVIDUAL STUDENT EXITS	
BULK UPLOAD STUDENT EXITS	REVIEW PROGRAMS - MWA APPROVERS ONLY	VALIDATE NEW PROVIDER	EDIT NEW PROVIDER		

Communication


PROVIDER USER GUIDE	REGISTERED APPRENTICESHIP SPONSOR USER GUIDE
---------------------	--

3.0 Renew License

3.1 Renew Application

To renew your license, you will need to access the application through the Pure Michigan Talent Connect (PMTCT) Sign In page.

<https://www.mitalent.org/signin>



[Newsletters](#) | [Career Events](#) | [About Us](#) | [Contact Us](#) | [Select Language](#)

SIGN IN

CREATE ACCOUNT

HOME

JOB SEEKER

EMPLOYER

CAREER EXPLORATION

VETERAN

SKILLED TRADES

SIGN IN

* Email Address Or MiLogin User ID

Having technical issues? [Check your system settings](#)

NEXT

1. Type in the email address and click 'Next'.
2. Enter your password and click 'Sign In'. This will send you to the Administration Main Page.

Note: If you have forgotten your password, please use the 'Forgot Password?' link to update it.

Click on the [Renew License](#) button. Your license will be listed on the page 90 days prior to the license expiration date.

Newsletters

Career Events

About Us

Contact Us

PURE MICHIGAN

Talent Connect

SIGN OUT

HELLO POSTSECONDARY SCHOOL

SEARCH

HOME

JOB SEEKER

EMPLOYER

CAREER EXPLORATION

VETERAN

SKILLED TRADES

ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

RENEW LICENSE

EDIT NEW LICENSE

VIEW LICENSE

UPDATE MAILING ADDRESS

UPDATE LOCATION

UPDATE SCHOOL NAME

UPDATE SCHOOL OWNERSHIP

ADD PROGRAM

UPDATE SCHOOL ACCREDITATION

MODIFY PROGRAM

DELETE PROGRAM

If your license is within the renewal window, click on the School Name to edit your license. Select the renewal fee and edit the bond information, as necessary.

RENEWAL FEE : Pursuant to R 390.569, the renewal fees are based on the number of student starts during the period of Jul 01, 2021 to Jun 30, 2022. Calculate the school's renewal fee by selecting the box that represents your school's starts.

☐ 25 or fewer students (\$455)

☐ 51 to 100 students (\$890)

☐ 151 to 200 students (\$1,180)

☐ 251 to 300 students (\$1,505)

☐ 351 to 400 students (\$1,785)

☐ 451 to 500 students (\$2,085)

☐ 26 to 50 students (\$755)

☐ 101 to 150 students (\$1,045)

☐ 201 to 250 students (\$1,350)

☐ 301 to 350 students (\$1,635)

☐ 401 to 450 students (\$1,940)

☐ 500 + students (\$2,200)

SURETY BOND : Pursuant to R390.562a (3) (a), an accredited school shall provide evidence of surety of not less than the amounts listed below. You must attach a current surety bond, rider, or continuation certificate (1 year, 3 year, or continuous). The amount is based on the number of students who attended your school between Jul 01, 2020 and Jun 30, 2021.

☐ 1-100 full-time equated students (\$5,000)

☐ 101-500 full-time equated students (\$7,500)

☐ 501-1,000 + full-time equated students (\$10,000)

* Bond Number : 8290929

* Coverage Amount : 7500.00

* Insurance Company Issuing Bond : The Cincinnati Insurance Company

* Period for Surety Bond : 07/01/2020 to 07/01/2020

Upload your documents and check the assurance boxes. Click on the [Renew License](#) button.

Version 3.0 April 2022

17

UPLOAD DOCUMENT : Schools offering distance education exclusively are not required to submit a fire inspection or certificate of occupancy, a drawing of the instructional facility and may not be required to submit an equipment list, if there is no equipment provided to students. In addition, only schools that are accredited by an accrediting agency recognized by the United States Department of Education must submit proof of accreditation. County health inspections are required for schools that utilize a pool or food preparation as well as for schools that offer programs in tattooing and microblading, and possibly other subjects. Medical Waste Producing Facility Registrations are required for most schools offering phlebotomy, dental assisting, nursing, tattooing and microblading, and possibly other subjects.

At this time, each applicant school is required to upload something for each item listed before they can complete this section of the application. Based on the explanation above, if there is an area that does not apply to your school, please prepare a page for each of those items that states that the school provides distance education or doesn't provide instruction in any program that requires a health inspection or a medical waste producing facility registration and upload that page in lieu of the actual document.

At this time schools may only upload one attachment for the Position Descriptions. If you are submitting more than one position description, save them together as a file and upload the entire file.

★ Surety pursuant to MCL 395.102b - if in the form of a Surety Bond it No file chosen

must be payable to the State of Michigan, in the name of the school, to indemnify students for loss due to the closing of the school, in an amount as provided in rule 2a, R 390.562a. (Must be a minimum of \$5, 000)

: ?

★ Proof of accreditation, if applicable : ? No file chosen

Additional Notes / Comments : ?

ASSURANCES : On behalf of my educational institution, I hereby attest to the following:

- ☐ ★ I certify that the statements in this document are true and completed. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.
- ☐ ★ I hereby request renewal of my proprietary school license. I understand that I must abide by Public Act 148 of 1943 and its rules, and failure to do so may result in license revocation and/or criminal prosecution.
- ☐ ★ I am aware that I must inform the Proprietary School Unit before my school changes location, before adding programs or personnel, or before the school closes. In the event of school closure, I am aware that I must surrender the student transcripts immediately to the State of Michigan.
- ☐ ★ I certify that all personnel meet the requirements under Public Act 148 of 1943 and its rules and all personnel credentials will be retained by the school and available for inspection.
- ☐ ★ I agree not to advertise in any way that may be construed as false or misleading and that only approved program offerings appear in advertising; this includes all publications such as, but not limited to, traditional advertising, catalogs, websites and social media. All advertising will be retained by the school and available for inspection.
- ☐ ★ I understand that according to Public Act 148; R 390.565, Rule 5; a catalog or comparable publication shall be available to each student. I certify that the catalog or comparable publication provided to students is true and correct as to all conditions of attendance. I am aware that this catalog is subject to inspection for compliance with the requirements of Public Act 148 and its rules. Failure to adhere to these requirements can result in license revocation.
- ☐ ★ I understand that only Department approved programs may be offered by the school.

04/27/2021

Signature

Signature Date

The below popup window is displayed. Click on the [OK](#) button to continue.

test-jobs.mitalent.org says

Please make sure the data you have entered is appropriate and verified before you continue. Click OK to continue or Cancel to view the data you entered. Thank You!

3.2 Payment

The Payment page is displayed. Review information and click on [Complete Payment](#) button.


MAKE PAYMENT

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	Specs Howard School of Media Arts
School Location :	Southfield, MI
License Type :	In-State Accredited Proprietary School
License Number :	8601000006
License Fee :	\$1,180.00
Late Fee :	NA
Total Amount Payable :	\$1,180.00
Payment Status :	Pending

You will be directed to our payment website for payment method. Select your method of payment and click on the [Next](#) button to continue. The [Back](#) or [Exit](#) button will take you back to the previous page.

LEO Department of Labor and
Economic Opportunity



Payment Method

LEO Postsecondary Renewals Payment Request

Paying on-line is quick, easy, secure, and is available to you 24 hours a day, 7 days a week. This secure website allows you to pay using an electronic check or a MasterCard, Visa, or Discover credit/debit card. Please allow 3-10 business days for your payment to be recorded as paid.

This on-line service is a payment site only and will not display payment history. If you have questions regarding your payment history, please email LEO-PSS@michigan.gov.

* Indicates required field




Choose method of payment

☐ **Pay by electronic check**

* **Account Type:**

Personal ▾

☐ **Pay by credit card**



Back

Next

Exit

Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

International ACH Transactions (IAT)


Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment

Version 3.0 April 2022

20

The Payment Information page will be displayed.

LEO Department of Labor and Economic Opportunity



Payment Information

LEO Postsecondary Renewals Payment Request

Billing Address information is not required; please scroll down to the Payment Method Section to enter your credit card information.

To continue the payment process, click the "Next" button in the box below.

If you entered a valid email address, the confirmation email will be received from noreply@fiserv.com

* Indicates required field

Billing Address

☐ Use Business Name

***First Name:**

M.I.:

***Last Name:**

***Street Line 1:**

Street Line 2:

***City:**

***State:**

Select State

***Zip:**

***Country:**

UNITED STATES

***Phone:**

***E-Mail:**

Payment Details

***Payment Amount:** 1180.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 9:59 PM ET will be executed on the next valid banking day.

Payment Method

***Name On Account:**

***Account Number:**

[What's This?](#)

***Re-Type Account Number:**

***Routing Number:**

[What's This?](#)

***Account Type:**

☒ Checking ☐ Savings


Back

Next

Exit

Enter the required payment information and click on the **Next** button. The **Back** button will take you back to the Payment Method page. The **Exit** button will take you to the Make Payment page.

The Payment Review page will be displayed. Click on the [Pay Now](#) button to submit your payment. The [Back](#) button will take you back to the Payment Information page. The [Exit](#) button will take you to the Make Payment page.

LEO Department of Labor and Economic Opportunity									
Payment Review									
LEO Postsecondary Renewals Payment Request									
To confirm your payment information, click on "Pay Now" in the box below.									
<table border="1"><tr><td>Address</td></tr><tr><td>Billing Address: Jane Doe 201 N Washington Lansing, MI 48204 (517) 222-1111 collinst7@michigan.gov</td></tr><tr><td>Payment Method</td></tr><tr><td>Electronic Check Checking x4433 272479663</td></tr><tr><td>Payment Amount</td></tr><tr><td>Amount: 1180.00 USD Total: 1180.00 USD</td></tr><tr><td>Today, being 4/27/2021, by entering my routing and account number above and clicking "Pay Now," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.</td></tr><tr><td>Back Pay Now Exit</td></tr></table>		Address	Billing Address: Jane Doe 201 N Washington Lansing, MI 48204 (517) 222-1111 collinst7@michigan.gov	Payment Method	Electronic Check Checking x4433 272479663	Payment Amount	Amount: 1180.00 USD Total: 1180.00 USD	Today, being 4/27/2021, by entering my routing and account number above and clicking "Pay Now," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.	Back Pay Now Exit
Address									
Billing Address: Jane Doe 201 N Washington Lansing, MI 48204 (517) 222-1111 collinst7@michigan.gov									
Payment Method									
Electronic Check Checking x4433 272479663									
Payment Amount									
Amount: 1180.00 USD Total: 1180.00 USD									
Today, being 4/27/2021, by entering my routing and account number above and clicking "Pay Now," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.									
Back Pay Now Exit									

3.2.1 Successful Payment

If Payment is successful, the below message and page will be displayed. An email notification will be sent to the primary email address that was entered on the application informing you of your successful submission of the application. In addition, an email will be sent to the email address entered on the payment information page notifying you of payment confirmation.

Congratulations in successfully completing your application! Please allow 10 business days for our team to review your application. You will receive an email notice announcing a) your application has been approved, along with where to access and print your new permit, or b) additional information or documentation is required in order for us to grant approval. Should you have any immediate questions, please contact us at pss@michigan.gov.

School Name :	Specs Howard School of Media Arts
School Location :	Southfield, MI
License Type :	In-State Accredited Proprietary School
License Number :	8601000006
License Fee :	\$1,180.00
Late Fee :	NA
Total Amount Payable :	\$1,180.00
Payment Status :	Success
Paid Amount :	1.00
Payment Card Type :	NA
Confirmation Number :	21042713797187
Authorization Code :	1234
Transaction Information :	NA
Payment Date :	4/28/2021 12:00:00 AM

[RETURN TO RENEWALS](#)

3.2.2 Unsuccessful Payment

If payment is unsuccessful, the Payment Status will be Pending with a corresponding message with the steps that need to be taken to resolve the payment. In the below scenario, you would need to try the payment again due to an address verification issue. You would click on the [Complete Payment](#) button and try again.

MAKE PAYMENT

Payment not complete. Try again.

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	Test school 19
School Location :	Lansing, MI
License Type :	In-State Accredited Proprietary School
License Number :	8601000159
License Fee :	\$1,505.00
Late Fee :	NA
Total Amount Payable :	\$1,505.00
Payment Status :	Pending
Payment Response :	"Address verification failed."

COMPLETE PAYMENT

3.2.3 Renewal Approval

Upon submitting your license renewal, the PSS staff will validate your renewal license for approval.

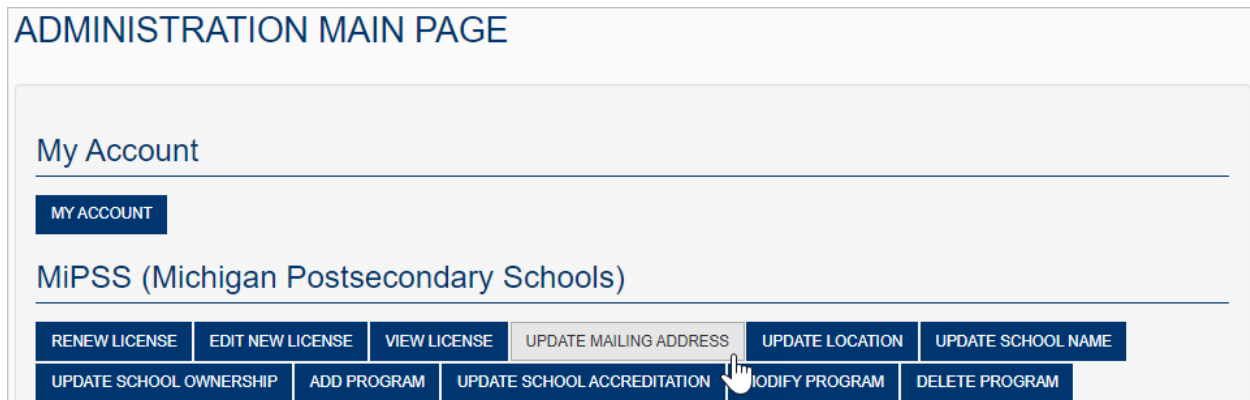
See approval process for New License as Renewal Approval follows the same process.

If additional information is required by the PSS staff, you will click on the [Renew License](#) button to submit additional information.

4.0 School Information

School information may be updated. There are additional fees for the following updates:
UPDATE LOCATION, UPDATE SCHOOL NAME

4.1 Update Mailing Address



ADMINISTRATION MAIN PAGE

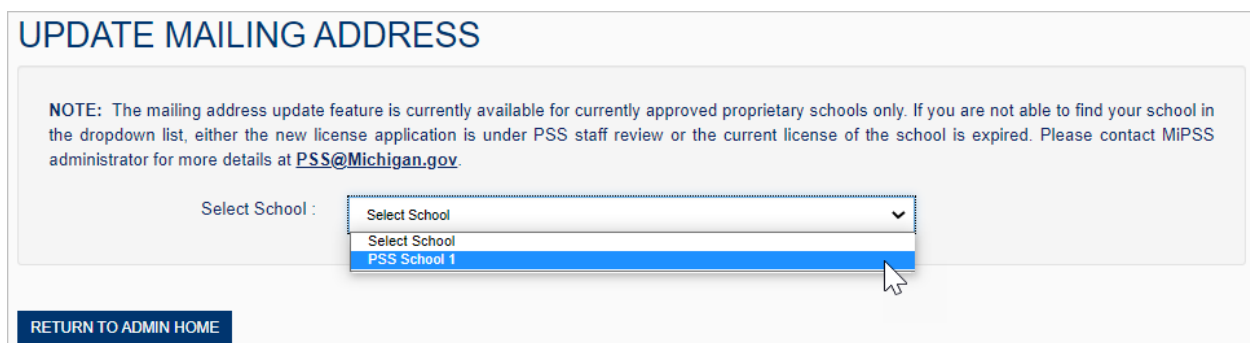
My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

RENEW LICENSE	EDIT NEW LICENSE	VIEW LICENSE	UPDATE MAILING ADDRESS	UPDATE LOCATION	UPDATE SCHOOL NAME
UPDATE SCHOOL OWNERSHIP	ADD PROGRAM	UPDATE SCHOOL ACCREDITATION	MODIFY PROGRAM	DELETE PROGRAM	

Select the Update Mailing Address button and the Update Mailing Address page will display. You should be able to select the school from the drop-down menu.



UPDATE MAILING ADDRESS

NOTE: The mailing address update feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

Select School

Select School

PSS School 1

RETURN TO ADMIN HOME

Once the school is selected, License Details will display. You will be able to update fields that are highlighted with a **red asterisk**. When done, click 'Submit'.

UPDATE MAILING ADDRESS

NOTE: The mailing address update feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

LICENSE DETAILS

School Name : PSS School 1

License Number : 8601000174

License Expiration Date : 6/30/2023

* Mailing Address 1 :
Mailing Address 2 :
* Mailing City :
* Mailing County :
* Mailing State :
* Mailing Zip Code : -

SUBMIT

RETURN TO ADMIN HOME

Submit

Mailing address saved successfully.

UPDATE MAILING ADDRESS

NOTE: The mailing address update feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

RETURN TO ADMIN HOME

4.2 Update Location

Fee Required

ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

RENEW LICENSE

EDIT NEW LICENSE

VIEW LICENSE

UPDATE MAILING ADDRESS

UPDATE LOCATION

UPDATE SCHOOL NAME

UPDATE SCHOOL OWNERSHIP

ADD PROGRAM

UPDATE SCHOOL ACCREDITATION

MODIFY PROGRAM

DELETE PROGRAM

Select the Update Location button and the Location Change page will display. You should be able to select the school from the drop-down menu.

LOCATION CHANGE

NOTE: The location change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the location change application is under PSS staff review or the current license of the school is expired. Please contact MIPSS administrator for more details at PSS@Michigan.gov.

Select School :

Select School

Select School

PSS School 1

RETURN TO ADMIN HOME

Once the school is selected, the License Details, Physical Address Details, Mailing Address Details, the Upload Document section, and the Assurances section will display. You will be able to update fields that are highlighted with a red asterisk.

LOCATION CHANGE

NOTE: The location change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the location change application is under PSS staff review or the current license of the school is expired. Please contact MIPSS administrator for more details at PSS@Michigan.gov.

Select School :

PSS School 1

LICENSE DETAILS

School Name :	PSS School 1
License Number :	8801000174
License Expiration Date :	6/30/2023

PHYSICAL ADDRESS DETAILS

* Physical Address 1 :

38701 Seven Mile Road

Physical Address 2 :

Suite 195

* Physical City :

St. Clair Shores

* Physical County :

Macomb County

* Physical State :

Michigan

* Physical Zip Code :

48152

-

Ext

MAILING ADDRESS DETAILS

Mailing Address is same as Physical Address ☐

* Mailing Address 1 :

2040 Raybrook, SE

Mailing Address 2 :

Suite 204

* Mailing City :

St. Clair Shores

* Mailing County :

Macomb County

* Mailing State :

Michigan

* Mailing Zip Code :

48044

-

Ext

You will need to upload the updated Surety information for the new location and check the Assurance boxes. When done, click 'Submit'. This will take you to the "Make Payment" page.

MAKE PAYMENT

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	PSS School 1
License Type :	In-State Accredited Proprietary School
License Number :	8801000174
License Fee :	\$455.00
Late Fee :	NA
Total Amount Payable :	\$455.00
Payment Status :	Pending

COMPLETE PAYMENT

After completing the payment of the fee, the PSS staff will review and validate your submission for approval. If additional information is required by the PSS staff, you will need to return to the Update Location button to submit additional information.

4.3 Update School Name

Fee Required

ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

RENEW LICENSE	EDIT NEW LICENSE	VIEW LICENSE	UPDATE MAILING ADDRESS	UPDATE LOCATION	UPDATE SCHOOL NAME
UPDATE SCHOOL OWNERSHIP	ADD PROGRAM	UPDATE SCHOOL ACCREDITATION	MODIFY PROGRAM	DELETE PROGRAM	

Select the Update School Name button and the School Name Change Request page will display. You should be able to select the school from the drop-down menu.

SCHOOL NAME CHANGE REQUEST

NOTE: The school name change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the school name change application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

Select School

Select School

PSS School 1

[RETURN TO ADMIN HOME](#)

Once the school is selected, the License Details, the Upload Document section, and the Assurances section will display. You will be able to update fields that are highlighted with a **red asterisk**.

SCHOOL NAME CHANGE REQUEST

NOTE: The school name change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the school name change application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

PSS School 1

— LICENSE DETAILS

School/Institution Name : PSS School 1

License Number : 8601000174

License Expiration Date : 6/30/2023

* New Name of School/Institution :

PSS School 1

* Website :

<http://www.pss.com>

* Bond Number :

Bond 123

* Coverage Amount :

5000.00

* Insurance Company Issuing Bond :

Bond 123

* Period for Surety Bond :

03/25/2022

to 03/25/2025

UPLOAD DOCUMENT : Schools offering distance education exclusively are not required to submit a fire inspection or certificate of occupancy, a drawing of the instructional facility and may not be required to submit an equipment list, if there is no equipment provided to students. In addition, only schools that are accredited by an accrediting agency recognized by the United States Department of Education must submit proof of accreditation. County health inspections are required for schools that utilize a pool or food preparation as well as for schools that offer programs in tattooing and microblading, and possibly other subjects. Medical Waste Producing Facility Registrations are required for most schools offering phlebotomy, dental assisting, nursing, tattooing and microblading, and possibly other subjects.

At this time, each applicant school is required to upload something for each item listed before they can complete this section of the application. Based on the explanation above, if there is an area that does not apply to your school, please prepare a page for each of those items that states that the school provides distance education or doesn't provide instruction in any program that requires a health inspection or a medical waste producing facility registration and upload that page in lieu of the actual document.

At this time schools may only upload one attachment for the Position Descriptions. If you are submitting more than one position description, save them together as a file and the upload the entire file.

* Surety pursuant to MCL 395.102b - if in the form of a Surety Bond it must be payable to the State of Michigan, in the name of the school, to indemnify students for loss due to the closing of the school, in an amount as provided in rule 2a, R 390.562a. (Must be a minimum of \$5,000)

No file chosen

: ?

Secondary agency approval, if applicable :

No file chosen

* Ownership - Proof of registration of corporation, limited liability company, foreign corporation operating in Michigan or doing business as paperwork

No file chosen

: ?

You will need to upload the updated Surety information for the new location, Proof of Ownership, and check the Assurance boxes. When done, click 'Submit'. This will take you to the "Make Payment" page.

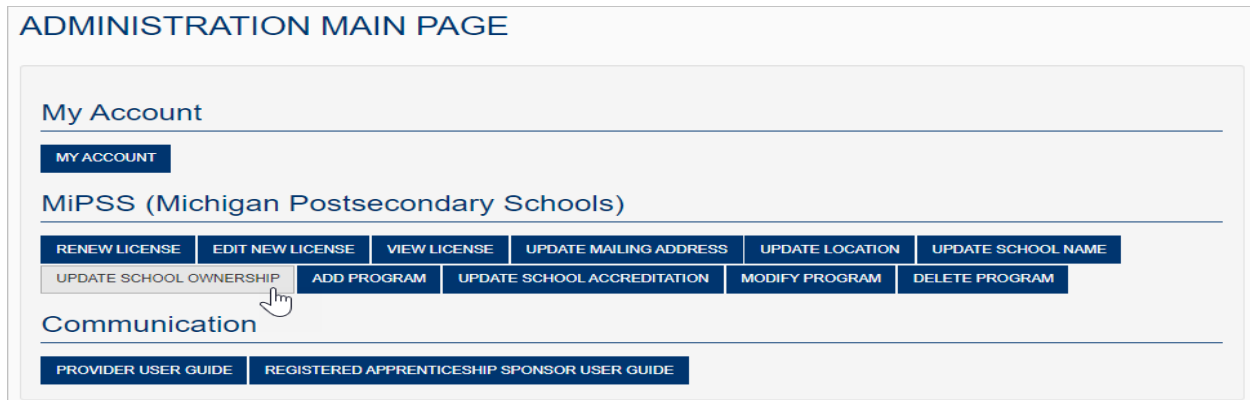
MAKE PAYMENT

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	PSS School 1
New Name of School :	PSS School One
License Type :	In-State Accredited Proprietary School
License Number :	8601000174
License Fee :	\$300.00
Late Fee :	NA
Total Amount Payable :	\$300.00
Payment Status :	Pending

After completing the payment of the fee, the PSS staff will review and validate your submission for approval. If additional information is required by the PSS staff, you will need to return to the Update School Name button to submit additional information.

4.4 Update School Ownership



ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

RENEW LICENSE	EDIT NEW LICENSE	VIEW LICENSE	UPDATE MAILING ADDRESS	UPDATE LOCATION	UPDATE SCHOOL NAME
UPDATE SCHOOL OWNERSHIP	ADD PROGRAM	UPDATE SCHOOL ACCREDITATION	MODIFY PROGRAM	DELETE PROGRAM	

Communication

PROVIDER USER GUIDE REGISTERED APPRENTICESHIP SPONSOR USER GUIDE

Select the Update School Ownership button and the School Ownership Change Request page will display. You should be able to select the school from the drop-down menu.



SCHOOL OWNERSHIP CHANGE REQUEST

NOTE: The ownership change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the ownership change application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

Select School

Select School

PSS School 1

RETURN TO ADMIN HOME

Once the school is selected, the License Details, the Upload Document section, and the Assurances section will display. You will be able to update fields that are highlighted with a **red asterisk**.

When done, click 'Submit'.

SCHOOL OWNERSHIP CHANGE REQUEST

NOTE: The ownership change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the ownership change application is under PSS staff review or the current license of the school is expired. Please contact MIPSS administrator for more details at PSS@Michigan.gov.

Select School : PSS School 1

- LICENSE DETAILS

School/Institution Name : PSS School 1

Individual/Legal Entity (owns school) : Julian Fries and Doggy Dues

License Number : 8601000174

License Expiration Date : 6/30/2023

* New Individual/Legal Entity (owns school) :

Julian Fries and Potato Tots LLC

* Website :

http://www.pss.com

* Bond Number :

Bond 123

* Coverage Amount :

5000.00

* Insurance Company Issuing Bond :

Bond 123

* Period for Surety Bond :

03/25/2022

to 03/25/2025

You will need to upload the updated Proof of Ownership information and check the Assurance boxes. When done, click 'Submit'.

UPLOAD DOCUMENT : Schools offering distance education exclusively are not required to submit a fire inspection or certificate of occupancy, a drawing of the instructional facility and may not be required to submit an equipment list, if there is no equipment provided to students. In addition, only schools that are accredited by an accrediting agency recognized by the United States Department of Education must submit proof of accreditation. County health inspections are required for schools that utilize a pool or food preparation as well as for schools that offer programs in tattooing and microblading, and possibly other subjects. Medical Waste Producing Facility Registrations are required for most schools offering phlebotomy, dental assisting, nursing, tattooing and microblading, and possibly other subjects.

At this time, each applicant school is required to upload something for each item listed before they can complete this section of the application. Based on the explanation above, if there is an area that does not apply to your school, please prepare a page for each of those items that states that the school provides distance education or doesn't provide instruction in any program that requires a health inspection or a medical waste producing facility registration and upload that page in lieu of the actual document.

At this time schools may only upload one attachment for the Position Descriptions. If you are submitting more than one position description, save them together as a file and the upload the entire file.

Fire Inspection or Certificate of Occupancy, if applicable :

Choose File

No file chosen

Surety pursuant to MCL 395.102b - if in the form of a Surety Bond it must be payable to the State of Michigan, in the name of the school, to indemnify students for loss due to the closing of the school, in an amount as provided in rule 2a, R 390.562a. (Must be a minimum of \$5,000)

Choose File

No file chosen

Secondary agency approval, if applicable :

Choose File

No file chosen

* Ownership - Proof of registration of corporation, limited liability company, foreign corporation operating in Michigan or doing business as paperwork

Choose File

No file chosen

No file chosen

A confirmation message will display.

Congratulations on successfully submitting the school's application to modify the owner of the school! Please allow 10 business days for our team to review your application. Once reviewed, you will receive an e-mail notice announcing a) the application to modify the owner of the school has been approved, as well as where to access and print the school's updated license, or b) additional information is required in order for us to grant approval. Should you have any immediate questions, please contact us at pss@michigan.gov.

SCHOOL OWNERSHIP CHANGE REQUEST

NOTE: The ownership change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the ownership change application is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

RETURN TO ADMIN HOME

The PSS staff will review and validate your submission for approval. If additional information is required by the PSS staff, you will need to return to the Update School Ownership button to submit additional information.

4.5 Update School Accreditation

ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

RENEW LICENSE	EDIT NEW LICENSE	VIEW LICENSE	UPDATE MAILING ADDRESS	UPDATE LOCATION	UPDATE SCHOOL NAME
UPDATE SCHOOL OWNERSHIP	ADD PROGRAM	UPDATE SCHOOL ACCREDITATION	MODIFY PROGRAM	DELETE PROGRAM	

Select the Update School Accreditation button and the School Accreditation Change Request page will display. You should be able to select the school from the drop-down menu.

SCHOOL ACCREDITATION CHANGE REQUEST

NOTE: The school accreditation change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the school accreditation change application is under PSS staff review or the current license of the school is expired. Upon approval of the accreditation change, you may be required to modify or delete currently approved program(s) accordingly by using Modify/Delete Programs feature available on your dashboard. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

SUBMIT RETURN TO ADMIN HOME

Once the school is selected, License Details and the Assurance section will display.

4.5.1 Accredited to Non-Accredited

For Accredited to Non-Accredited, you will need to click the Assurance box and enter the name in the Signature field. When done, click 'Submit'.

SCHOOL ACCREDITATION CHANGE REQUEST

NOTE: The school accreditation change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the school accreditation change application is under PSS staff review or the current license of the school is expired. Upon approval of the accreditation change, you may be required to modify or delete currently approved program(s) accordingly by using Modify/Delete Programs feature available on your dashboard. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School : PSS School 1

— LICENSE DETAILS

School/Institution Name :	PSS School 1
License Number :	8601000174
License Expiration Date :	6/30/2023
Currently Approved License Type :	In-State Accredited Proprietary School
New License Type up on Accreditation Change Approval :	In-State Non-Accredited Proprietary School

Additional Notes / Comments : Optional

ASSURANCES : On behalf of my educational institution, I hereby attest to the following:

☐ *** I certify that the statements in this document are true and completed.** I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.

Print your Name

Signature

04/13/2022

Signature Date

SUBMIT

RETURN TO ADMIN HOME

A confirmation message will display.

Your application for an accreditation change has been successfully submitted. Please allow 10 business days for our team to review your application. You will receive an e-mail notice announcing that a) your application has been approved, as well as directions on logging in to MiPSS and printing the school's revised license, or b) additional information is required in order for us to grant approval. Should you have any immediate questions, please contact us at pss@michigan.gov.

SCHOOL ACCREDITATION CHANGE REQUEST

NOTE: The school accreditation change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the school accreditation change application is under PSS staff review or the current license of the school is expired. Upon approval of the accreditation change, you may be required to modify or delete currently approved program(s) accordingly by using Modify/Delete Programs feature available on your dashboard. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School : Select School

RETURN TO ADMIN HOME

The PSS staff will review and validate your submission for approval. If additional information is required by the PSS staff, you will need to return to the Update School Accreditation button to submit additional information.

4.5.2 Non-Accredited to Accredited

For Non-Accredited to Accredited, you will need to provide the Accrediting Agency and upload the documentation, click the Assurance box, and enter the name in the Signature field. When done, click 'Submit'.

SCHOOL ACCREDITATION CHANGE REQUEST

NOTE: The school accreditation change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the school accreditation change application is under PSS staff review or the current license of the school is expired. Upon approval of the accreditation change, you may be required to modify or delete currently approved program(s) accordingly by using Modify/Delete Programs feature available on your dashboard. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School : PSS School 2

— LICENSE DETAILS

School/Institution Name :	PSS School 2
License Number :	8804001410
License Expiration Date :	6/30/2023
Currently Approved License Type :	In-State Non-Accredited Proprietary School
New License Type up on Accreditation Change Approval :	In-State Accredited Proprietary School

* School/Institution Accrediting Agency Name :

Accrediting Agency

* Proof of accreditation, if applicable :

Choose File LEO-ET-Ba...ridge v3.png

Additional Notes / Comments :

Optional

ASSURANCES : On behalf of my educational institution, I hereby attest to the following:

☒

* I certify that the statements in this document are true and completed. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.

Training Provider School

Signature

04/13/2022

Signature Date

SUBMIT

RETURN TO ADMIN HOME

A confirmation message will display.

Your application for an accreditation change has been successfully submitted. Please allow 10 business days for our team to review your application. You will receive an e-mail notice announcing that a) your application has been approved, as well as directions on logging in to MiPSS and printing the school's revised license, or b) additional information is required in order for us to grant approval. Should you have any immediate questions, please contact us at pss@michigan.gov.

SCHOOL ACCREDITATION CHANGE REQUEST

NOTE: The school accreditation change feature is currently available for currently approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the school accreditation change application is under PSS staff review or the current license of the school is expired. Upon approval of the accreditation change, you may be required to modify or delete currently approved program(s) accordingly by using Modify/Delete Programs feature available on your dashboard. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School : Select School

RETURN TO ADMIN HOME

Version 3.0 April 2022

35

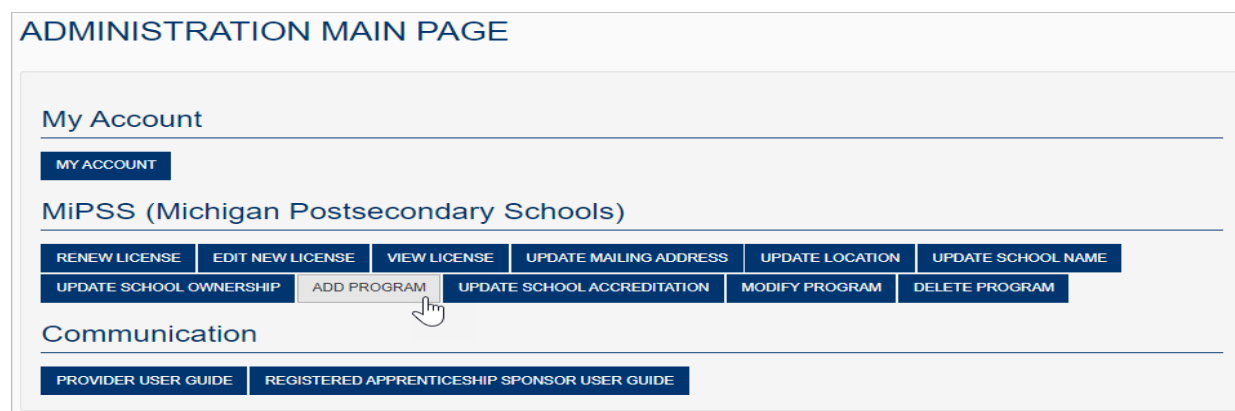
The PSS staff will review and validate your submission for approval. If additional information is required by the PSS staff, you will need to return to the Update School Accreditation button to submit additional information.

5.0 Program

Program and Course information may be updated. There are additional fees for adding programs.

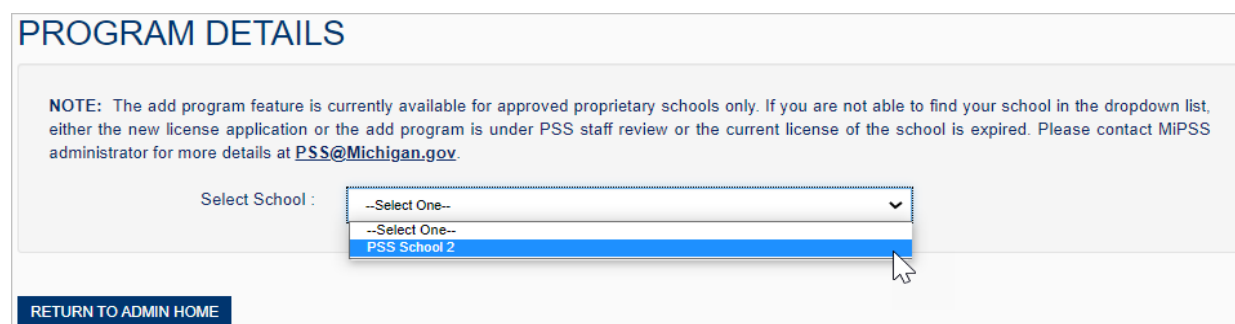
5.1 Add Program

Fee Required



The screenshot shows the 'ADMINISTRATION MAIN PAGE' with a navigation menu. Under 'My Account', there is a 'MY ACCOUNT' button. Below that, the 'MiPSS (Michigan Postsecondary Schools)' section contains a row of buttons: 'RENEW LICENSE', 'EDIT NEW LICENSE', 'VIEW LICENSE', 'UPDATE MAILING ADDRESS', 'UPDATE LOCATION', 'UPDATE SCHOOL NAME', 'UPDATE SCHOOL OWNERSHIP', 'ADD PROGRAM' (highlighted with a mouse cursor), 'UPDATE SCHOOL ACCREDITATION', 'MODIFY PROGRAM', and 'DELETE PROGRAM'. At the bottom, under 'Communication', there are buttons for 'PROVIDER USER GUIDE' and 'REGISTERED APPRENTICESHIP SPONSOR USER GUIDE'.

Select the Add Program button and the Program Details page will display. You should be able to select the school from the drop-down menu.



The screenshot shows the 'PROGRAM DETAILS' page. A note states: 'NOTE: The add program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.' Below the note is a 'Select School :' label and a dropdown menu. The dropdown menu is open, showing options: '--Select One--', '--Select One--', and 'PSS School 2' (highlighted with a mouse cursor). At the bottom left, there is a 'RETURN TO ADMIN HOME' button.

Once the school is selected, the License Details for each Approved Program(s) and the Upload Document section will display.

PROGRAM DETAILS

NOTE: The add program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

PSS School 2

- LICENSE DETAILS

School Name :	PSS School 2
License Number :	8604001410
License Expiration Date :	N/A

- PROGRAM 1

* Program Title :	Test 105
** CipCode :	32.0101
Credential Earned :	Certificate of Completion
* Total Clock Hours :	100

Course Title	Course Clock Hours
Of Course Course Course!	100

NOTE To add programs, scroll to the bottom of the page and click the Add Program button.

UPLOAD DOCUMENT : Schools offering distance education exclusively are not required to submit a fire inspection or certificate of occupancy, a drawing of the instructional facility and may not be required to submit an equipment list, if there is no equipment provided to students. In addition, only schools that are accredited by an accrediting agency recognized by the United States Department of Education must submit proof of accreditation. County health inspections are required for schools that utilize a pool or food preparation as well as for schools that offer programs in tattooing and microblading, and possibly other subjects. Medical Waste Producing Facility Registrations are required for most schools offering phlebotomy, dental assisting, nursing, tattooing and microblading, and possibly other subjects.

At this time, each applicant school is required to upload something for each item listed before they can complete this section of the application. Based on the explanation above, if there is an area that does not apply to your school, please prepare a page for each of those items that states that the school provides distance education or doesn't provide instruction in any program that requires a health inspection or a medical waste producing facility registration and upload that page in lieu of the actual document.

At this time schools may only upload one attachment for the Position Descriptions. If you are submitting more than one position description, save them together as a file and upload the entire file.

List of equipment supplied by the school, if applicable :

No file chosen

Health Inspection, if applicable :

No file chosen

Medical waste producing facility registration, if applicable :

No file chosen

Photographs of school facility, equipment and signage, if applicable :


No file chosen

Additional Notes / Comments :

[RETURN TO ADMIN HOME](#)

[ADD PROGRAM](#)

[CANCEL](#)

 [Add Program](#)

*The Add Program page will display. You will need to complete the fields that are highlighted with a red asterisk.

ADD PROGRAM

* CIP General Category :

--Select One--

* CIP Detailed Category :

--Select One--

* CIP Program :

--Select One--

* Program Title : ?

Required

* Credential Earned : ?

Certificate of Completion

ADD COURSE TO PROGRAM

SAVE AND CONTINUE

ADD ANOTHER PROGRAM

CANCEL

You are required to enter at least one course. Click Add Course to Program to add additional courses and complete the highlighted fields.

To add additional programs, click Add Another Program. Current program will be added to the display as a 'Hold' program, and you will be able to add another program with additional courses repeating the steps as needed. System will add each program fee to the total and prompt to Complete Payment.

ADD PROGRAM

PROGRAM HOLD 1

Program Title :	Feed Production
CipCode :	01.0301
Credential Earned :	Certificate of Completion
Total Clock Hours :	10

Course Title	Course Clock Hours
Corn Planting	5
Bean Planting	5

* CIP General Category : --Select One--

* CIP Detailed Category : --Select One--

* Cip Program : --Select One--

* Program Title : Required

* Credential Earned : Certificate of Completion

ADD COURSE TO PROGRAM

[SAVE AND CONTINUE](#)
[SKIP AND CONTINUE](#)
[ADD ANOTHER PROGRAM](#)
[CANCEL](#)

To complete the process, click on Save and Continue. Assurances section will display. Check the Assurances and enter the name in the Signature field. Click Save And Continue again. The Make Payment page will display.

MAKE PAYMENT

PAYMENT : Complete license fee payment and submit license application for approval.

School Name :	PSS School 2
School Location :	Munising, MI
License Type :	In-State Non-Accredited Proprietary School
License Number :	8604001410
License Fee :	\$750.00
Late Fee :	NA
Total Amount Payable :	\$750.00
Cost Breakdown :	\$ 750.00 * 1 Program(s) = \$ 750.00
Payment Status :	Pending

COMPLETE PAYMENT

Congratulations on successfully submitting the school's application to add or delete a program or programs. Please allow 10 business days for our team to review your application. You will receive an e-mail notifying you that a) the school's application has been approved, along with directions on printing the school's proprietary school permit or license, which reflects the modified program or programs, or b) additional information or documentation is required for us to grant approval. Should you have any immediate questions, please contact our team at pss@michigan.gov.

School Name :	PSS School 2
School Location :	Munising, MI
License Type :	In-State Non-Accredited Proprietary School
License Number :	8604001410
License Fee :	\$750.00
Late Fee :	NA
Total Amount Payable :	\$750.00
Cost Breakdown :	\$ \$750.00 * 1 Program(s) = \$ \$750.00
Payment Status :	Success
Paid Amount :	\$750.00
Payment Card Type :	VISA
Confirmation Number :	22041416246140
Authorization Code :	306160
Transaction Information :	NA
Payment Date :	4/14/2022

[RETURN TO ADD PROGRAM](#)

The PSS staff will review and validate your submission(s) for approval. If additional information is required by the PSS staff, you will need to return to the Add Program button to submit additional information.

5.2 Modify Program

ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

RENEW LICENSE

EDIT NEW LICENSE

VIEW LICENSE

UPDATE MAILING ADDRESS

UPDATE LOCATION

UPDATE SCHOOL NAME

UPDATE SCHOOL OWNERSHIP

ADD PROGRAM

UPDATE SCHOOL ACCREDITATION

MODIFY PROGRAM

DELETE PROGRAM

Communication

PROVIDER USER GUIDE

REGISTERED APPRENTICESHIP SPONSOR USER GUIDE

Select the Modify Program button and the Modify Programs(s) page will display. You should be able to select the school from the drop-down menu.

MODIFY PROGRAM(S)

NOTE: The modify program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

--Select One--
--Select One--
PSS School 2

RETURN TO ADMIN HOME

Once the school is selected, the License Details for each Approved Program(s) will display. You will notice the Modify button to the right. Click the Modify button.

- LICENSE DETAILS	
School Name :	PSS School 2
License Number :	8604001410
License Expiration Date :	N/A
- PROGRAM 1	
* Program Title :	Test 105
** CipCode :	32.0101
Credential Earned :	Certificate of Completion
* Total Clock Hours :	100
Course Title	Course Clock Hours
Of Course Course Course!	100

The Edit/Modify Program page will display. You will be able to update fields that are highlighted with a **red asterisk**. You will be able to add a course to the program. Check the 'Skip Enter Course' to continue process.

When done, click 'Save'.

EDIT/MODIFY PROGRAM

* CIP General Category :	32 - BASIC SKILLS AND DEVELOPMENTAL/REMEDIAL EDUCATION
* CIP Detailed Category :	32.01 - Basic Skills and Developmental/Remedial Education
* Cip Program :	32.0101 - Basic Skills and Developmental/Remedial Education, General
* Program Title :	Test 105
* Credential Earned :	Certificate of Completion
- Course 1	
* Course Title :	Of Course Course Course!
* Course Clock Hours :	100
<input type="checkbox"/> Skip Enter Course	
+ Course 2	
<input type="checkbox"/> Skip Enter Course	
ADD COURSE TO PROGRAM	
SAVE	CANCEL

You will be returned to the Modify Program(s) page, a confirmation of the update will display, and the Assurances section will also display. Scroll down and you will find the modified program will display as a 'Hold' program with the Approval Status as Pending with Provider. To edit any modification, clicking the Edit button will take you to the Edit/Modify Program page.

MODIFY PROGRAM(S)

Program updated for license, please submit for approval.

NOTE: The modify program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

PROGRAM HOLD 1

Approval Status : ?

EDIT

Program Title : ?

Test Program Number Five

CipCode : ?

32.0101

Credential Earned : ?

Certificate of Completion

Total Clock Hours : ?

100

Course Title	Course Clock Hours
Of Course Course Course!	100

Additional Notes / Comments : ?

To continue the program modification, you will need to click the Assurance boxes and enter the name in the Signature field. When done, click 'Submit'.

A confirmation will display of the submission of the modifications. Scroll down to the 'Hold' program and you will notice the Approval Status is Pending with PSS staff.

MODIFY PROGRAM(S)

Congratulations on successfully submitting the school's application to modify a program or programs. Please allow 10 business days for our team to review your application. You will receive an e-mail notifying you that a) the school's application has been approved, along with directions on printing the school's proprietary school permit or license, which reflects the modified program or programs, or b) additional information or documentation is required for us to grant approval. Should you have any immediate questions, please contact our team at pss@michigan.gov.

NOTE: The modify program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

PROGRAM HOLD 1

Approval Status :	Pending with PSS staff
Program Title :	Test Program Number Five
CipCode :	32.0101
Credential Earned :	Certificate of Completion
Total Clock Hours :	100

Course Title	Course Clock Hours
Of Course Course Course!	100

RETURN TO ADMIN HOME

The PSS staff will review and validate your modification(s) for approval. If additional information is required by the PSS staff, you will need to return to the Modify Program button to submit additional information.

5.2.1 Modify/Delete Course

Reminder: You must have at least one course attached to a program.

Follow the steps above for 5.2 Modify Program to access the Edit/Modify Program page.

EDIT/MODIFY PROGRAM

* CIP General Category :	51 - HEALTH PROFESSIONS AND RELATED PROGRAMS
* CIP Detailed Category :	51.35 - Somatic Bodywork and Related Therapeutic Services
* CIP Program :	51.3501 - Massage Therapy/Therapeutic Massage

* Program Title :	Massage Therapy
* Credential Earned :	Certificate of Completion

- Course 1
Skip Enter Course

* Course Title :	Anatomy and Physiology
* Course Clock Hours :	60

+ Course 2
Skip Enter Course

+ Course 3
Skip Enter Course

+ Course 4
Skip Enter Course

ADD COURSE TO PROGRAM

SAVE CANCEL

Select the plus icon (+) of the course you want to delete. Click 'Skip Enter Course' for the course. Click Save.

Course 1

Course Title :

Anatomy and Physiology

Course Clock Hours :

60

Skip Enter Course

+ Course 2

Skip Enter Course

+ Course 3

Skip Enter Course

+ Course 4

Skip Enter Course

ADD COURSE TO PROGRAM

SAVE

CANCEL

Save

You will be returned to the Modify Program(s) page, a confirmation of the update will display, and the Assurances section will also display. Scroll down and you will find the modified program will display as a 'Hold' program with the Approval Status as Pending with Provider. Notice the course has been removed. To edit any modification, clicking the Edit button will take you to the Edit/Modify Program page.

MODIFY PROGRAM(S)

Program updated for license, please submit for approval.

NOTE: The modify program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

--Select One--

PROGRAM HOLD 1

Approval Status :

Pending with Provider

EDIT

Program Title :

Massage Therapy

CipCode :

51.3501

Credential Earned :

Certificate of Completion

Total Clock Hours :

70

Course Title	Course Clock Hours
Ethics	10
Clinicals	60

Additional Notes / Comments :

Optional

To continue the course removal, you will need to click the Assurance boxes and enter the name in the Signature field. When done, click 'Submit'.

A confirmation will display of the submission of the modifications. Scroll down to the 'Hold' program and you will notice the Approval Status is Pending with PSS staff.

MODIFY PROGRAM(S)

Congratulations on successfully submitting the school's application to modify a program or programs. Please allow 10 business days for our team to review your application. You will receive an e-mail notifying you that a) the school's application has been approved, along with directions on printing the school's proprietary school permit or license, which reflects the modified program or programs, or b) additional information or documentation is required for us to grant approval. Should you have any immediate questions, please contact our team at pss@michigan.gov.

NOTE: The modify program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

PROGRAM HOLD 1

Approval Status :

Pending with PSS staff

Program Title :

Massage Therapy

CipCode :

51.3501

Credential Earned :

Certificate of Completion

Total Clock Hours :

70

Course Title	Course Clock Hours
Ethics	10
Clinicals	60

RETURN TO ADMIN HOME

The PSS staff will review and validate your modification(s) for approval. If additional information is required by the PSS staff, you will need to return to the Modify Program button to submit additional information.

5.3 Delete Program

Reminder: You must have at least one program. For further information, please email LEO-PSS@michigan.gov

ADMINISTRATION MAIN PAGE

My Account

MY ACCOUNT

MiPSS (Michigan Postsecondary Schools)

RENEW LICENSE

EDIT NEW LICENSE

VIEW LICENSE

UPDATE MAILING ADDRESS

UPDATE LOCATION

UPDATE SCHOOL NAME

UPDATE SCHOOL OWNERSHIP

ADD PROGRAM

UPDATE SCHOOL ACCREDITATION

MODIFY PROGRAM

DELETE PROGRAM

Communication

PROVIDER USER GUIDE

REGISTERED APPRENTICESHIP SPONSOR USER GUIDE

Select the Delete Program button and the Delete Program(s) page will display. You should be able to select the school from the drop-down menu.

DELETE PROGRAM(S)

NOTE: The delete program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

--Select One--
--Select One--
PSS School 2

RETURN TO ADMIN HOME

Once the school is selected, the License Details for each Approved Program(s) will display. You will notice the Delete button to the right. Click the Delete button. When done, click 'Submit'.

DELETE PROGRAM(S)

NOTE: The delete program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

PSS School 2

- LICENSE DETAILS

School Name : PSS School 2

License Number : 8604001410

License Expiration Date : N/A

- PROGRAM 1

* Program Title : Test Program Number Five

DELETE

** CipCode : 32.0101

Credential Earned : Certificate of Completion

* Total Clock Hours : 100

Course Title

Course Clock Hours

Of Course Course Course!

100

You will be returned to the Delete Program(s) page, a confirmation of the update will display, and the Assurances section will also display. Scroll down and you will find the deleted program will display as a 'Hold' program with the Approval Status as Pending with Provider. Note the Revert button is available to undo the delete.

PROGRAM HOLD 1

Approval Status :

Pending with Provider

REVERT

Program Title :

Test Program Number Five

CipCode :

32.0101

Credential Earned :

Certificate of Completion

Total Clock Hours :

100

Course Title	Course Clock Hours
Of Course Course Course!	100

To continue to delete the program, you will need to click the Assurance boxes and enter the name in the Signature field. When done, click 'Submit'.

A confirmation will display of the submission of the deletion. Scroll down to the 'Hold' program and you will notice the Approval Status is Pending with PSS staff.

DELETE PROGRAM(S)

Congratulations on successfully submitting the school's application to add or delete a program or programs. Please allow 10 business days for our team to review your application. You will receive an e-mail notifying you that a) the school's application has been approved, along with directions on printing the school's proprietary school permit or license, which reflects the modified program or programs, or b) additional information or documentation is required for us to grant approval. Should you have any immediate questions, please contact our team at pss@michigan.gov.

NOTE: The delete program feature is currently available for approved proprietary schools only. If you are not able to find your school in the dropdown list, either the new license application or the add program is under PSS staff review or the current license of the school is expired. Please contact MiPSS administrator for more details at PSS@Michigan.gov.

Select School :

--Select One--

PROGRAM HOLD 1

Approval Status :

Pending with PSS staff

Program Title :

Test Program Number Five

CipCode :

32.0101

Credential Earned :

Certificate of Completion

Total Clock Hours :

100

Course Title	Course Clock Hours
Of Course Course Course!	100

RETURN TO ADMIN HOME

The PSS staff will review and validate your modification(s) for approval. If additional information is required by the PSS staff, you will need to return to the Delete Program button to submit additional information.